

ONLINE POLITICAL FILE CHECKLIST

Political Order: Candidate or Issue Ad	1
Order (schedule): upload to online political file within 1 business day	
Candidate Ad	1
National Issue Ad	۱ ،
NAB Form PB-19: upload to online political file within 1 business day of receipt of	
order and upload a new form in the online political file within 1 business day of	
receipt of a new spot.	۱ .
Candidate Ad	
National Issue Ad	
Local/State Issue Ad	
Invoice (showing preemptions, make-goods, rebates – if any): upload to online	
political file within 1 business day of when the invoices is regularly generated by	
the station (e.g., weekly, monthly)	
Candidate Ad	
National Issue Ad	
If Issue Ad (National or Local/State)—email buyer with the following required	<u> </u>
message prior to uploading NAB Form to online political file:	
"Is the list of chief executive officers, members of the executive	
committee or board of directors provided complete and accurate?"	Na
	1 1/20
Ad Review (prior to air)	
Complete for each spot provided as part of ad buy	
Confirm Sponsor ID is compliant	
	V
For Candidate Ads:	
Complete section of NAB Form PB-19 marked as "To Be Completed by	
Station Only	
For Issue Ads:	
 Confirm federal candidate/federal election/Issue disclosures on page 1 	
are accurate for new spot — update as needed.	V
Complete section of NAB Form PB-19 marked as "To Be Completed by	
Station Only"	

Please use the charts below to confirm all required information is placed in the political file:

The charts are organized by type of advertisement and explain what must be placed in the file for each type of spot. Different material must be included in the political file depending on who is purchasing the ad and whether it features a candidate "use."



CANDIDATE ADVERTISEMENTS

Candidate Order	
NAB Form PB-19 (for each <u>spot</u>) – Candidate Ad	
Ensure form is filled out completely	
Do not use acronyms or abbreviations	
If Federal Candidate, must sign certification	
 Station must complete bottom of page 2, section marked as "To Be 	
Completed by Station Only"	
Order Information:	<u> </u>
Schedule purchased (Class, Rates, Length of Spots)	
	V
nvoice:	 -
 Information on schedule changes (preemptions, make-goods), and 	
any rebates.	ļ
f the Candidate DOES NOT complete the NAB Form, then they must provide ALL f the following information:	
The name of the candidate;]
The election (i.e., the office sought);	4
The name of the candidate's authorized committee, and the name,	NIA
address, and phone number of a contact person for the candidate or	114
committee;	
 The name of the committee's treasurer; and 	
 For FEDERAL Candidates: Certification whether the advertisement refers 	
The state of the s	
to an opposing candidate, and if it does that it includes the required	
to an opposing candidate, and if it does that it includes the required disclosure	
to an opposing candidate, and if it does that it includes the required	
to an opposing candidate, and if it does that it includes the required disclosure Candidate Order is Refused	
to an opposing candidate, and if it does that it includes the required disclosure	



ISSUE ADVERTISEMENTS

NATION	AL ISSUE or FEDERAL ELECTION	
national or (iii) an	ot communicates a message relating to any "political matter of importance," including: (i) a federal candidate; (ii) a federal election; y "national legislative issue of public importance," the following must d in the online political file:	•
	n PB-19 (for each <u>spot</u>) – Issue Ad	
•	Do not use acronyms or abbreviations Confirm federal candidate/federal election/Issue disclosures are accurate for each spot	V
Order Inf	ormation Schedule purchased (Class, Rates, Length of Spots)	
Invoice •	Information on schedule changes (preemptions, make-goods), and any rebates.	
If the adv	ertiser DOES NOT complete the NAB Form, then they must provide following information:	
	 The issue(s), if any, referred to in the spots (list all) The name of the candidate(s), if any, referred to in the spots (list all) The election(s), if any, referred to in the spots (list all) The name of the person purchasing the time The name, address, and phone number of a contact person a list of the chief executive officers or members of the executive committee or the board of directors of the organization sponsoring the ad 	Ma



	/
OTHER ISSUE	112
"Controversial issue of public importance" OR a "Political matter" (usually a state or local issue)	
NAB Form PB-19 (for each spot) — Issue Ad	
Ensure form is filled out completely	1
Do not use acronyms or abbreviations	- 1
Station must complete bottom of page 2, section marked as "To Be Completed by Station Only"	
Information about the order (schedule, class, rates) is <u>not</u> required to be placed in the political file UNLESS the spot includes a candidate "USE" (the favorable appearance of a candidate). See page 5 for what must be included when there is a "use."	
If the advertiser DOES NOT complete the NAB Form, then they must provide ALL of the following information:	
 The name and address of the group paying for the advertisement A list of the chief executive officers or members of the executive committee or the board of directors of the organization sponsoring the ad 	



Candidate "Use"

If an issue advertisement includes the <i>favorable</i> appearance of a candidate — and is therefore a "use" — then the following information must be placed in the online political file:	✓
The name of the candidate	V
The election (i.e., the office sought)	V
The sponsor of the ad	V
A schedule of the time purchased (class(es) of time purchased, length of spots)	1
Information on schedule changes (preemptions, make-goods), and any rebates.	-
	No
If a candidate appears in a program that is <u>not</u> an advertisement (e.g., a program that is not covered by one of the news exceptions, such as a local charity telethon), this is still a candidate "use," and the station must place a memo with the following information in the online political file:	
The name of the candidate	
The election (i.e., the office sought)	
The name of the candidate's authorized committee	
The time and duration of the appearance	
if free time is provided for use by or on behalf of a candidate, place a memo with the following information in the online political file:	/
The name of the candidate	
The election (i.e., the office sought)	
The name of the candidate's authorized committee	
The time and duration of the free time provided	



How to Access the Online Political File

The online public file is accessed at https://publicfiles.fcc.gov/. Login using the station's facility ID number and passcode.

To locate the political file folders, once you have logged into the online public file, hover over the "Manage Public Inspection Files" link at the top of the screen, click on the "Political Files" link in the menu that appears. Click on the correct year and then choose the correct folder for the political material:

- (1) Federal;
- (2) Local;
- (3) Non-Candidate Issue Ads;
- (4) State; or
- (5) Terms and Disclosures

How to Organize the Online Political File

It is important to keep your online political file well organized.

Use Folders: Use the main folders (Federal, Local, Non-Candidate Issue Ads, and State) and create sub-folders to store files by Candidate name, PAC, or Issue (e.g., Local/Sheriff/Candidate A, State/Senate Primary/Candidate B, Federal/House/Candidate C, Issue Ads/NRCC/Healthcare, etc.).

Naming documents: Name uploaded documents using identifying information (e.g., Purdue082615, NAB FormPurdue082615) that would be helpful to someone searching for information in the political file. If the order is revised, leave the original order in the folder and upload the revised order with a new name (e.g., Purdue082615v2 or Purdue082615Rev1).

DO NOT use the online political file to store all political advertising information. <u>Include ONLY</u> the information that the FCC requires.



Timing

- Once an order is placed or revised, the required information should be uploaded to the public file within 1 business day.
- NAB Form PB-19 (or letter with all required information) must be uploaded within 1 business day.
 - o <u>Important</u>: The NAB Form provided by the candidate or issue advertiser must be filled out completely. If they choose not to use the NAB Form, then they must provide all the information listed in the charts above. If any information is missing, the Station should fill it in before uploading it to the public file.
- Each spot should have its own NAB PB-19. If the agency does not provide one use a
 copy of the original NAB PB-19 and complete the section marked as "To Be Completed
 by Station Only" for each spot.
- Review each spot for compliance with sponsor ID.

Contents of the Online Political File

DO NOT place in the online political file:

- Requests for time that do not result in a final order (except where a request for a candidate spot is refused – see below).
- Checks or credit card statements proof of payment is not required (e.g., do not include bank account information, social security numbers, etc.).
- Memos containing internal valuations of packages.

CANDIDATE ADVERTISEMENT AGREEMENT FORM

	arges. See Invoice for actual schedule and charges.
I, AxMedia	hereby request station time as follows:
IDENTIFY CANDIDATE TYPE	FEDERAL CANDIDATE STATE OR LOCAL CANDIDATE
ALL QUESTIONS/B	BLOCKS MUST BE COMPLETED
Candidate name:	
Tommy Tuberville	
Authorized committee:	
Tuberville for Senate, Inc.	
Agency requesting time (and contact information):	
N/A AxMedia	
Candidate's political party:	
Republican	
Office sought (no acronyms or abbreviations):	
United States Senate	
Date of election:	General Primary
March 31,2020 (Runoff)	
Treasurer of candidate's authorized committee:	
Paul Shashy	
The undersigned represents that:	
(1) the payment for the broadcast time requested has b	
the candidate listed above who is a legally quali	
the authorized committee of the legally qualified	d candidate listed above;
(2) this station is authorized to announce the time as pai	• •
(3) this station has disclosed its political advertising polic and other sales practices (not applicable to federal co	cies, including applicable classes and rates, discount, promotion andidates).
THIS STATION DOES NOT DISCRIMINATE OR PERMI IN THE PLACEMENT OF ADVERTISING.	IT DISCRIMINATION ON THE BASIS OF RACE OR ETHNICITY
Candidate/Committee/Agency	Station Representative
Signature:	Signature: White Harding
Name: Eva Mah	Name: What Johnson
Date of Request to Purchase Ad Time: 3/4/2020	Date of Station Assessment to Sall Times 2

for a duration of at least four seconds: the candidate approved the broadcast	, (2) contains a clearly identifiable photog and a simultaneously displayed printed st t and that the candidate and/or the candi Intains a personal audio statement by the	atement identifying the candidate, that
Candidate/Authorized Committee	e/Agency	
Signature:		
Name: Eva Mah		
Date: 3/4/2020		
	O BE COMPLETED BY STATION	ONLY
Ad submitted to Station?	Yes No Date ad receive	ed: 35/2020
Note: Must have separate PB-19 Fo	orms for each version of the ad (i.e., fo	
Federal candidate certification signed ((above): Yes No	N/A
Rejected – provide reason:	py not yet received to determine sponsor promptly upload updated final form when g., insufficient sponsor ID tag):	
Contract #: 1545742	Station Call Letters: WBKC.	Date Received/Requested:
Est. #: 1315	Station Call Letters: WBKC. Station Location: Birmingham 1	Run Start and End Dates: 3/4-9/2020
purchased or attach separately. If station	traffic system print-out) or other documer f time purchased, when spots actually aire n will not upload the actual times spots ai	nts reflecting this transaction to the OPIF or ed, the rates charged and the classes of time ired until an invoice is generated, the name ced in the "Terms and Disclosures" folder in

WOC12411966 [00.00]

Order Printout

Order Status:

Fraffic #:

03/03/20 - 03/09/20 Start/End Dates: Opened-New

Product Desc.: AxMedia Agency:

FOX 6 NEWS ON YOUR SIDE

164 / 213 / 1315

C/P/E:

Tuberville for Senate - Runoff TV - 3/6 - 3/9 2020 Primary Election \$5,265.00 (Cash) Estimate Desc.: Total Cost: Tommy Tuberville for Senate Adults 55+ (RTG) Primary Demo: Advertiser: Buyer: Birmingham House WBRC TV 9441904 Buyer Order #:

3/04/20 12:27 PM Received Date:

> Local Sales Region:

Property:

ĄË

Comments:

Please include ISCI and Estimate on all invoices. We are set up to receive invoices electronically: TV Invoices ID: 9916670 or TV16670 and RADIO Invoices ID: 9914861 OR RI14861. Marketron #200345, Spotdata #2095, eMediaTrade (AdCoreLocal) #EMT12794Separation: 30

Terms Of Sale:

following month. This agency does not accept "service fees" or "handling charges" or anything of that type. Urgently request our commercials air in the first :30 position of each pool. All spots must receive a fair and equitable rotation. Deductions will be made for poor rotations and missing bonus or N/C spots. Any additional bonus weight would be greatly appreciated. No makegoods will be accepted. All spots shown on the invoice/affidavit must be within 5 minutes of the actual time the spots aired. We have the right to cancel this All invokes must exactly match this time order and are to be sent, in duplicate, immediately following the end of the schedule. All invokes are to be in our hands by the 7th of the contract. A 30-minute separation is required between our own spots and those of our major competitors.

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Ŀ	GOOD DAY ALL 6A	Ž	30	:30 6:00 AM-7:00 AM	 -	460.00	-		F	F	-	-	L		L			ļ	-	40,404	1	- 1	
	(Program: GOOD DAY AL 6A)Mar-2019LS	1. 8. E.	ar-20191	es.				1	1	$\left\{ \right.$	$\frac{1}{2}$	-	-	-]	1	1	460.00	2	2.70	3
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	(Program: WBRC NEWS SUN 7A)Mer-2019LS	SUN 7	A)Mor-2	019LS			ĺ	1		$\left\{ \right.$	-	-						1	1	300.00	300.00	00,0	3
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S	WBRC NEWS AT 530P NM :30 5:30 PM-6:00 PM	Ž	оў. С		4	570.00	-		\vdash	H	F	L			L			ŀ	-	620.00	8:	200	
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Generated Date: 3/04/20 1:12 PM

Generated by WO Platform WideOrbit Inc.

Page 1 of 2

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3	List Name	- - - 									Spots	費					Totals	(1)	30	Adults 55+	\$ 10 E F	
3	Line Program	<i>s</i>	ST Len	n Time	Days TWTFSSM	Rate	ž ~			-	-	_				Total Scots		Total Cost	RTG	GRP	8	_
	5 WBRC NEWS AT 530P	AD AD	MI Z	M4 00:9-M4 00:5 00: MN	7	270.00	-			H	-	F	ļ					570.00 8.20	8.8	8	12.00	_
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Ц					S	Spot Totals:	12			-	L		L			12	L	\$5,265,00		05.28		_
┙					Adults	Adults 55+ GRP.	85.50			H	H	H	Ц			-						

MONTH	SPOTS	COST	GRP	GRP MONTH	SPOTS	COST	GRP
March	12	\$5,265.00	85.50				

ORDER

Orders Order / Rev: 1545742 Alt Order #: WOC12411966 ON YOUR SIDE Product Desc: 2020 Primary Election_Mar 6-9 Estimate: 1315 **WBRC** Flight Dates: 03/05/20 - 03/09/20 Primary AE: Birmingham House Original Date / Rev. 03/04/20 / 03/04/20 Sales Office BHM-N Order Type: **NORMAL** Sales Region **National** Agency Name: **AxMedia Buying Contact:** Billing Type: Cash Billing Contact: Billing Calendar: **Broadcast** 1251 NW Briarcliff Pkwy **EOM/EOC** Billing Cycle: Kansas City, MO 64116 Agency Commission: 15% Advertiser Name: **Tuberville for Senate Inc** Demographic: A55+ New Business Thru: Candidate - National - Senate **Product Codes:** Advertiser External ID: 176855 Revenue Code 1: **AGY** Agency External ID: 140343 Revenue Code 2: **POL** Unit Code: General Revenue Code 3: POL-CAND

Start Date	End Date	# Spots	Gross Amount	Net Amount
02/24/20	03/09/20	12	\$5,265.00	\$4,475.25

Totals

Month	# Spots	Gross Amount	Net Amount	Rating
March 2020	12	\$5,265.00	\$4,475.25	85.50
Totals	12	\$5,265,00	\$4.476.25	95.50

Account Executives

Account Executive	Sales Office	Sales Region	Start Date / End Date	Order %
Birmingham House	ВНМ-N	National	Start Of Order - End Of Order	100%

Ln Cl	n Start	End	Inventory Code	Break	Start/End	Time Days	Len Sp	oots	Rate Pri	Rtg Type	Spots	Amount
N 1 WE	3RC 03/06/2	0 03/09/20	M-F News at 6a M-F News at 6a	CM	5:00 AM-7:	00 AM 11	:30	2	\$480,00P-02		2	\$960 00
(Pro	ogram GOO	D DAY AL 6	A)Mar-2019LS							1		
	Start Date	End Date	<u>Weekdays</u>	Spots/Week	Rate	Rating						
	: 03/03/20	03/09/20	11	2	\$480.00	6.70						
N 2 WE	3RC 03/07/2	0 03/07/20	Sat News at 7-8a	CM	7:00 AM-8:	00 AM1-	:30	1	\$375.00P-02	7.40 NM	1	\$375.00
/D	ALDDO	0 NONO 04	Sat News at 7-8a									
(PT)			T 7A)Mar-2019LS			_ 101						
Mont	Start Date : 03/02/20	End Date 03/08/20	Weekdavs	Spots/Week	Rate	Rating						
				1	\$375.00	7.40						
M 3 WE	BRC 03/08/2	0 03/08/20	Sun News at 7-8a		7:00 AM-8:	00 AM1	:30	1	\$300.00P-02	8,60 NM	1	\$300.00
(Dr.	veram WBD/	C NEWS OF	Sun News at 7-8a N 7A)Mar-2019LS	l								
(* 10												
Wask	Start Date : 03/02/20	End Date 03/08/20	Weekdays	Spots/Week	Rate	Rating						
	RC 03/06/2			1	\$300.00	8.60						
IA 4 AAD	NC 03/00/2	0 03/09/20	M-F News at 12p M-F News at 12p	CM	12:00 PM-1	:00 PM11	:30	2	\$270,00P-02	6,00 NM	2	\$540,00
(Pro	ogram: WBR	C NOON NE	WS)Mar-2019LS									
, ,	Start Date	End Date		Spots/Week	Date	Better						
Week	03/03/20	03/09/20	11	2	<u>Rate</u> \$270,00	Rating 6.00				62		
N 5 WE		0 03/09/20	M-F News at 530							PE1	_	
	00/00/2	0 03/03/20	M-F News at 530		5:30 PM-6:0	00 PM 11	:30	2	\$570,00P-02	8.20 NM	2	\$1,140.00

Print Date: 03/04/20 15:23.33 Page 2 of 2

WBRC

Order / Rev:

1545742

03/06/20 - 03/09/20

Advertiser:

Tuberville for Senate Inc

Alt Order #: Flight Dates: WOC12411966

Product Desc:

2020 Primary Election_Mar 6-9

Estimate:

1315

Ln Ch Start Break Start/End Time Days End Inventory Code Len Spots Rate Pri Rtg Type Spots Amount (Program: WBRC NEWS AT 530P)Mar-2019LS Start Date **End Date Weekdays** Spots/Week Rating Rate Week: 03/03/20 03/09/20 1---1--\$570.00 8.20 N 6 WBRC 03/06/20 03/09/20 M-F News at 9p CM 9:00 PM-9:30 PM 1---1--30 \$600.00P-02 7.10 NM \$1,200.00 M-F News at 9p (Program: WBRC NEWS AT 9P)Mar-2019LS Weekdays Start Date End Date Spots/Week Rate Rating Week: 03/03/20 03/09/20 1---1--\$600.00 7.10 N 7 WBRC 03/07/20 03/07/20 Sa News at 9p СМ 9:00 PM-9:30 PM ----1-:30 \$300 00P-02 5 00 NM \$300.00 Sa News at 9p (Program: WBRC NEWS AT 9P SAT)Mar-2019LS Start Date End Date Weekdays Spots/Week Rate Rating Week: 03/02/20 03/08/20 ----1-\$300.00 5.00 N 8 WBRC 03/08/20 03/08/20 Su News at 9p CM 9:00 PM-9:30 PM -----1 30 \$450 00P-02 8.50 NM \$450.00 Su News at 9p (Program: WBRC NEWS AT 9P SUN)Mar-2019LS Start Date End Date Weekdays Spots/Week Rate Rating Week: 03/02/20 03/08/20 \$450.00 8.50 Totals \$5,265.00

Date: 3/5/2020

TRAFFIC INSTRUCTION #417093: Tuberville Runoff

Est. 1315, Tuberville for Senate - Runoff TV - 3/6 - 3/9
Estimate Flight: 03/03/20 - 03/09/20
Instruction Dates: 03/06/20 - 03/09/20

Agency: AxMedia

Signature:

Client: Tommy Tuberville for Senate
Product: 2020 Primary Election

Mkt/8ta: Birmingham:WBMA-S2,WBRC-TV,WIAT-TV,WVTM-TV, Huntsville:WAAY-TV,WAFF-TV,WHNT-TV

 Start Date
 End Date
 DP
 Start Time
 End Time
 ISCI / Ad-ID
 Creative Title
 Len
 Rot%
 Seq#

 3/6/2020
 3/9/2020
 TTALS0305H
 Fired H
 :30
 100%

Line Comments: spot shipping via extreme reach.

Traffic Disclaimer
"Do not down convert any HD spots. Please run the SD spots that are provided for SD channels"
(Only run per your contracted dates & times. This is NOT a contract.)

Please sign and email phomung@axmediateam.com confirming receipt of instruction. Thank You!

POLITICAL ADVERTISEMENT REVIEW FORM

A. IDENTIFY THE TYPE OF SPOT

<u>Candidate Advertisement</u> (sponsored by a legally qualified federal, state or local candidate).
Answer Questions 1-4 in Section B below and confirm political file includes following
information (some of which may be provided on the NAB PB-18):
Name of candidate and office sought
Name of authorized committee of the candidate
Name of committee's treasurer
Rate charged for spot
∸ Spot length
Dates and times spot scheduled to air and actually aired
Class(es) of time purchased
Any other information relevant to order (e.g., makegoods/rebates)
Non-Candidate "Issue" Advertisement (sponsored by a third-party, such as a PAC, political party, corporation or advocacy group).
The issue ad references a federal candidate, a federal election and/or a political matter
of <u>national</u> importance (e.g., Economy, Immigration, Climate Change).
Answer Questions 1-5 in Section B below and confirm political file includes
following information (some of which may be provided on the NAB PB-18):
Name of person purchasing the time (i.e., the sponsor)
Name, address and phone number of a contact person for sponsor
Rate charged for spot
Dates and times spot scheduled to air and actually aired
Class(es) of time purchased
OR
The issue ad only references a state/local political matter or controversial issue of public
importance (e.g., school bond, local infrastructure, ballot measure).
➤ List all state/local political matters/issues referenced in the spot:

> Answer Questions 1 and 5 in Section B below.

Ma

В.	
1.	The state of the s
	Name of Ad or ISCI Code: TTM S0305H "Fired H" : 30
	Date Spot Received: 3522
	Has the Ad Buyer or Ad Sponsor provided a completed NAB Form?
	If No, please confirm you have obtained all required information for the political file as listed in
	Section A. MC
2.	Does the spot reference a candidate for federal office (President, Vice President, Senate, or House)? No
	If Yes, then for each federal candidate referenced in the spot, list:
	Candidate's full name Tomm Tubervile
	Office sought by candidate:
	Election candidate is participating in: 2029
3.	Does the spot reference a federal election? Yes No
	If Yes, then list all elections referenced:
4.	Does the spot reference a political matter of <u>national</u> importance (e.g., Economy, Immigration, Climate Change) or any pending federal legislation (e.g., Affordable Care Act)?
	No No
	If Yes, then list all political matters of national importance and/or federal legislation referenced
	in the spot: State of Tramp and DC insolar left Ressons was a
	total disaste: luberalle sous he's not a career polivian of he
•	unts to help Trump. fight the slump.
J.	If the spot is sponsored by a third-party entity (i.e., political action committee, advocacy group, corporation, association or other unincorporated group), a list of chief executive officers, members
	of the executive committee, or the board of directors of the sponsor must be uploaded to the public file. Did you receive a list of these individuals from the sponsor? Yes No
	Did you ask the sponsor or ad buyer <u>in writing</u> if the list provided is a complete and accurate list of all individuals that must be disclosed? ¹ Yes No.
	an individuals that must be disclosed? Yes No

¹ Before an issue ad order is finalized, the station representative should confirm in writing with the ad buyer that the provided list of chief executive officers, members of the executive committee, or the board of directors of the sponsor is complete and accurate.